

PARKS AND FACILITIES DEVELOPMENT MANAGER

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Parks and Facilities Development Manager performs difficult professional and administrative work involved in new and rehabilitative parks and facilities projects. Under the general managerial direction of the Director of Recreation and Parks, the incumbent has responsibility for coordinating park project scheduling, payments, design, bidding, specification writing, field inspections, job quality control and the total contract administration for Recreation and Parks capital (CIP) construction projects. The incumbent works with others in program development and service delivery. The work requires light physical effort and may involve working outside in various weather conditions. Stress may also be involved due to deadlines and meeting the overall demands of the position.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Coordinates the preparation of the Recreation and Parks Department CIP budget.
- Coordinates park development and program activities with other City departments, agencies, committees, civic associations and attends meetings

when necessary.

- Corresponds with contractors, citizens, and architects and advises about schedules, technical provisions, City standards, etc.
- Prepares special reports on procedures, policies, and other documents which relate to planned recreation and parks projects.
- Evaluates facility needs to meet program goals.
- Assists in the planning, research, design, and grant funding for the development of recreation and park programs and facilities.
- Writes contract specifications and inspects construction/rehabilitation progress to ensure compliance with plans, specifications, standards and City Ordinances.
- Makes design changes in the field to deal with integrity of design, quality of construction, technical problems, and recommends substantial changes as necessary to the Director of Recreation and Parks and/or the project architect.
- Coordinates the work of contractors, developers, other City departments, and other government agencies.
- Responds to requests for conceptual estimates before the design is complete and after the design drawings and outline of specs are completed, and makes a final quantity estimate to check probable construction costs against available budget.
- Investigates reports on poor performance by contractor and takes appropriate action.
- Disseminates information on technical provisions of City standards for park construction projects.
- Ensures that accurate and timely as-built information and drawings are obtained for the City's permanent records.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation and park administration, civil engineering, engineering construction, construction safety, or related field, and five years experience in the administration of parks or facilities development, Construction contract management, or related field. Must possess a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of construction and inspection methods, techniques and materials.
- Knowledge of construction standards, principals and practices of civil engineering and land surveying, specifications, and applicable regulations and codes.
- Knowledge of goals, objectives, principles, practices, and philosophies of a municipal recreation and park operation.

- Knowledge of office administration and accounting procedures for keeping accurate records of contract scheduling, quantities, payments, and correspondence.
- Ability to deal in a firm, fair, and tactful manner with architects, developers, contractors, and the general public occasionally under contentious circumstances.
- Ability to read and interpret construction plans, surveys, material identifications, specifications and details, and to quickly and accurately compare them with work in progress.
- Ability to identify problems in project progress and take timely corrective measures.
- Ability to schedule and prioritize projects and ensure contractors and subcontractors work to meet the goals and objectives of the department.